The Board of Trustees of the Howard County Junior College District met for an executive session and regular meeting in the Fireplace Room in the Student Union Building on the Big Spring site and by telephone conference call on Monday, December 14, 2020.

The following members of the Board and District Administration were present:
- Dr. John Freeman, Chairman
- Maxwell Barr, Vice-Chairman
- Adrian Calvio, Secretary
- Patricia Bennett
- Michael Flores
- Mark Morgan by phone
- Ben Zeichick
- Cheryl T. Sparks, Ed.D., President
- Amy Burchett, Ed.D., Vice-President Academic and Student Affairs
- Danny Campbell, Administrative Dean Instruction, SWCD by phone
- Pam Callan, Administrative Dean for Instruction and Student Services, San Angelo by phone
- Brenda Claxton, Chief Fiscal Officer/Controller by phone
- Terry Hansen, Chief Athletic and Special Projects Officer
- Jamie Rainey, Workforce and Community Development Officer, San Angelo by phone
- Fabian Serrano, Chief Operations and Safety/Security Officer
- Steve Smith, Chief Business Officer/Internal Auditor

Others present were:
- Julie Bailey, Assistant to the President
- Kaye Barr, Guest
- Lee Bryant, Security
- Vernon Dunagin, AIA Architect by phone
- Johnny Flores, Guest
- Carolyn Freeman, Guest
- Phil Furqueron, Architect by phone
- Emma Garcia, Executive Assistant
- Eric Hansen, Dean Information Technology Systems by phone
- Rhonda Kernick, Director Human Resources by phone
- Iris Rangel, Big Spring Herald
- Cindy Smith, Director Marketing and Information

Dr. Sparks explained procedures of the telephonic meeting. Chairman John Freeman called the meeting to order at 11:03 a.m. in accordance with Texas Government Section, 551.045 with Mark Morgan positioned in remote connection and Dr. Freeman, Maxwell Barr, Patricia Bennett, Adrian Calvio, Michael Flores and Ben Zeichick located in the Fireplace Room in the SUB on the Big Spring campus. Roll call was taken by voice response. Based on the suspended proceedings of the Open Meetings Act in accordance with Section 418.016 of the Texas Government Code, the meeting was open to the public through remote connection utilizing a toll-free number for audio purposes and visual presentation available on the website. The public was also entitled to participate and address the Board onsite. The meeting was recorded and will be available on the website.

Trustees moved into executive session under Personnel/551.074 concerning organizational changes.

After a brief recess for lunch, Chairman Freeman reconvened the meeting at 12:35 p.m. and Adrian Calvio led the invocation.

Next, the public was given the opportunity to communicate with the board. There were no comments.

Trustees considered routine matters including the minutes of the regular meeting on November 16, 2020, monthly checklist for November 2020, monthly reports of auxiliary services, personnel matters, and Education Code 5.252 Fall 2020 review. Mr. Zeichick made the motion to approve the routine matters (see attached). Mr. Flores seconded the motion. All Trustees present voted in favor of the motion.
Next, Trustees moved to Unfinished Business and were updated on the hail damage roof repair project. Mr. Calvio made the motion to approve change order #1 ($801,055 for both campus projects funded by insurance monies) and to give administration a threshold of authority to sign change orders up to $50,000 as needed to expedite the efforts of the roofing project with follow-up reporting at the next Board meeting. Mr. Zeichick seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees moved to New Business. The first item was Visioning/Future Directions. Trustees considered Board Handbook Policy 2.11 regarding the procedural calendar as part of the vision, mission and strategic planning and evaluation process for 2021-2026 (see attached). Dr. Sparks explained the process and shared the proposed calendar. Mr. Zeichick made the motion to approve the policy. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks shared questions for Trustees to ponder in preparation for the substantive review kick-off of the college's vision statement in January 2021. She discussed the TACC Success Center Board of Trustees Institute for 2021 that will include webinars once a month from January to May. The webinars will be designed to share information for Trustees involved in strategic planning across the state.

Next, Dr. Sparks shared the COVID-19 Response Status #9 to date that is on the website. She also discussed proposed changes to the Open Howard College document.

The second item under New Business was Performance Measures/Outcomes. Trustees considered the annual safety and fire reports prepared by Fabian Serrano. These are located on the website. Mrs. Bennett made the motion to approve the reports. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

The third item under New Business was Monitoring. Trustees considered the E & I Cooperative Services purchasing agreement presented by Steve Smith. Mr. Zeichick made the motion to approve the services agreement. Mr. Calvio seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered changes to Employee Handbook and Board Handbook. Mr. Zeichick made the motion to approve Employee Handbook Policy 2.1 regarding the organizational chart and policy 4.9 regarding alumni and fund-raising and the broadbanding explanation found in the appendix (see all attached), and Board Handbook change 3.1 (organizational chart). Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Trustees considered a resolution of retirement for Jamie Rainey who will retire later this month. Mr. Flores made the motion to approve the resolution. Mr. Barr seconded the motion. All Trustees present voted in favor of the motion.

Next, Dr. Sparks reviewed the Board calendar of significant events. Trustees agreed to an early dismissal at 12 noon on Friday, December 18.

Lastly, the fourth item under New Business was Board Education and Development. Dr. Sparks updated Trustees on legislative and general matters.

There being no other business, Trustees adjourned at 1:43 p.m.

Dr. John Freeman, Chairman

Adrian Calvio, Secretary
By Julie Bailey